

TRAINING UPDATE

Lab Location: SGAH & WAH
Department: Phlebotomy

Date Distributed: 7/11/2014
Due Date: 8/11/2014
Implementation: **8/12/2014**

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Blood Bank Specimen Collection and Labeling SGAH.P12, WAH.P10 v3
Description of change(s):
<p>Section 1: clarified two patient identifiers Section 4: replaced Microtainer with Microvette tubes, removed codes DIC & BHISD Section 5: changed SMS to HIS, stressed labeling at time of collection, removed separate SGAH outpatient section</p> <p>This revised SOP will be implemented on August 12, 2014</p>

Document your compliance with this training update by taking the quiz in the MTS system.

Approved draft for training all sites (version 3)

Non-Technical SOP

Title	Blood Bank Specimen Collection and Labeling	
Prepared by	Maria Hall	Date: 6/2/2009
Owner	Stephanie Codina	Date: 12/17/2010

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

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1. PURPOSE

Accurate patient identification and specimen labeling of blood bank specimens are critical steps for preventing the administration of incompatible blood products that have the potential to cause patient harm or death.

Each patient will be positively identified by using two unique identifiers; full name and medical record number and/or first and last name and date of birth. For additional information on positive patient identification refer “Patient Identification” procedure.

2. SCOPE

All specimens must be collected and labeled per this procedure. All patients having a TS or TSNEO specimen collected will be banded with a blood bank armband at the time the specimen is collected.

3. RESPONSIBILITY

All staff performing phlebotomy procedures must demonstrate competency for collection and labeling of blood bank specimens.

The Blood Bank Manager is responsible for the content of this procedure.

The Field Operations Manager is responsible for annual review of the procedure.

4. DEFINITIONS

Order Code	Test Name	Preferred Tube Type	Blood Bank Armband Needed?
TS	Type and Screen	10 mL lavender EDTA tube	Yes
RHOG	RhIG Evaluation	4 mL lavender EDTA tube	No
DAT	Direct Coombs	4 mL lavender EDTA tube	No
RTYP	ABO Retype	4 mL lavender EDTA tube	No
TSNEO	Neonatal Type and Screen (Infants <4 Months)	Lavender Microvette tube	Yes
NDAT	Neonatal DAT (Infant < 4 Months)	Lavender Microvette Tube	No

5. PROCEDURE

A. Reagents, Equipment, Supplies:

- Lavender top tube/EDTA tube
- Safety needle (Eclipse) 21 or 22 Gauge
- Single use holder
- Sterile 2x2 gauze
- Alcohol prep (70% alcohol)
- Band-Aid or tape
- Latex-free tourniquet
- Latex-free gloves
- LIS/HIS patient ID label for identification
- Blood bank labeling system (Specimen labeling card with unique number and red armband for the patient)

B. TS and TSNEO Specimen Collection

Step	Action
1	No specimen may be collected without a request in hand. A request may be in the form of an HIS requisition, a downtime form, or an LIS label.

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Step	Action
2	Confirm the patient's identity by asking the patient to state his/her name and then comparing the complete name and medical record number on the LIS label to the patient's hospital armband. For more details refer to procedure, "Patient Identification, Phlebotomy." Do not collect the specimen if discrepancies exist.
3	<p>Check both wrists of the patient for a previous blood bank armband.</p> <p>If the patient is wearing a blood bank armband, call the blood bank to determine if a new specimen is needed.</p> <ul style="list-style-type: none"> A. If the specimen is needed, cut off the old red armband prior to proceeding. B. If the new specimen is NOT needed, return the request to the laboratory to be cancelled. C. The patient should never wear more than one blood bank armband unless requested by blood bank staff members.
4	Obtain a blood bank identification band set. Verify that the unique number on the blood bank armband matches that on the blood bank label. Do not use the identification band set if the numbers are discrepant.
5	<p>Print the following information on the armband portion of the label.</p> <ul style="list-style-type: none"> A. Patient's full name from the patient's hospital armband B. Patient's medical record number from the patient's hospital armband C. Date of collection D. Time of collection E. Phlebotomist's code
6	<p>Collect the specimen in the proper tube and invert/mix 7-10 times to mix blood and anticoagulant.</p> <p>Immediately:</p> <ul style="list-style-type: none"> A. Adhere the blood bank label on the tube. B. Adhere a patient LIS or HIS label on the tube. Be careful not to cover the blood bank number on the blood bank label. <p>OR</p> <p>Handwrite the patient's full name and medical record number on the blood bank label from the patient's hospital armband.</p> <p><u>All specimen labeling must be done at the patient's bedside, at the time the specimen is collected, in the presence of the patient.</u></p> <p>Do not pre-prepare patient's red armband and tube portion labeling before positive patient identification is confirmed.</p>
7	<p>Legibly handwrite the following information on the tube:</p> <ul style="list-style-type: none"> A. Date and time of collection B. Phlebotomist's ID
8	Insert the armband portion into the red armband and place on the patient's arm. Make sure the patient's name is visible and legible and that the band is not too tight.

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Step	Action
9	Double check to verify there is no discrepancy between the LIS label, Patient's hospital ID bracelet and the hand-written red armband that was just put on the patient's wrist. After double check shows no discrepancy, bag the specimen to send over the lab.
10	Send the specimen and the remaining portion of the blood bank identification band set to the laboratory for testing.
11	When blood bank requests additional tubes for antibody identification, all tubes must meet T&S labeling requirements. <ul style="list-style-type: none"> A. Apply a patient label to the tube or handwrite the following information: <ul style="list-style-type: none"> a. Patient's full name b. Patient's medical record number B. Handwrite the number on the patient's blood bank armband C. Handwrite the date and time of collection D. Handwrite the phlebotomist's ID DO NOT remove the blood bank armband.

C. Inpatient Specimen Collection Non-TS and Outpatient Specimen Collection (RHOG, DAT, RTYP, NDAT)

Step	Action
1	No specimen may be collected without a request in hand. A request may be in the form of an HIS requisition, a downtime form, or an LIS label.
2	Confirm the patient's identity by asking the patient to state his/her name and then comparing the complete name and medical record number on the LIS label to the patient's hospital armband. Refer to procedure, "Patient Identification, Phlebotomy." Do not collect the specimen if discrepancies exist.
3	Collect the specimen in the proper tube and invert/mix 7-10 times to mix blood and anticoagulant. Immediately: Adhere a patient LIS or HIS label on the tube. OR Handwrite the patient's full name and medical record number on the label from the patient's hospital armband. <u>All tube labeling must be done at the patient's bedside, at the time the specimen is collected, in the presence of the patient.</u>
4	Legibly handwrite the following information on the tube: <ul style="list-style-type: none"> A. Date and time of collection B. Phlebotomist's ID
5	Send the specimen to the laboratory for testing.

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D. ~~SGAH Outpatient Specimen Collection~~

Step	Action
1	Check all LIS labels for correct orders and name of the patient.
2	Ask the patient to state his/her first and last name and state his/her date of birth. Match this information to the LIS orders/labels.

BLOOD BANK LABELING SAMPLE

Tube Label for Type and Screen (TS or TSNEO)

Place LIS/HIS label on 'SPECIMEN TUBE' section
 Print: Phlebotomist numeric tech code, Date, Time of collection

The form contains the following text and labels:

- SPECIMEN TUBE** (with 'R 6562' printed in red)
- CHART RECORD** (with 'R 6562' printed in red)
- RACK LABEL** (with 'R 6562' printed in red)
- LOG BOOK** (with 'R 6562' printed in red)
- PATIENT** (with 'SHADY GROVE ADVENTIST HOSP., Rockville, MD' printed in red)
- Armband** (with 'R 6562' printed in red)

Instructions at the bottom right: 1. Fill out card. Do not remove backing. 2. Push it deeply into recipient's band. 3. Snap off stub at dotted line.

Armband

Print: Patient's Last name, First name
 Medical record number
 Phlebotomist numeric tech code, Date, Time of collection

6. RELATED DOCUMENTS
 Patient Identification, Phlebotomy procedure

7. REFERENCES
 N/A

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP P005.002		
000	8/21/2009	Added D. Blood Bank Extra Specimen Requests	Maria Hall	N.Cacciabeve
001	12/17/10	Update owner Section 4: Revise to specify orders not requiring BB armband Section 5: Format change, Items C & D detail process for order not requiring BB armband.	S. Codina	N.Cacciabeve
002	4/11/14	Section 2: clarified two patient identifiers Section 4: replaced Microtainer with Microvette tubes, removed codes DIC & BHISD Section 5: changed SMS to HIS, stressed labeling at time of collection, removed separate SGAH outpatient section Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	S. Khandagle	N.Cacciabeve

9. ADDENDA AND APPENDICES

Blood Bank Labeling Flowchart for Type and Screen

Blood Bank Labeling
Flowchart for
Type and Screen

